



## 2004 IMPLEMENTATION PLAN Request for Exemption<sup>1</sup>

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(Department Name)

**To:** State Personnel Board  
Bilingual Services Unit  
P. O. Box 944201  
Sacramento, CA 94244-2010

**Date:**

The above-referenced state department is requesting exemption from submission of a 2004 Implementation Plan as required by Government Code Section 7299.5 of the Dymally-Alatorre Bilingual Services Act. The department is requesting the SPB to approve this request, based on its meeting one of the following three criteria:

- ☐ 1. The department was granted an exemption from participation in the 2003-04 Language Survey by the SPB, and the factors upon which the exemption was approved have not changed since the exemption was granted on

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[Enter Date of SPB Exemption Letter]

**OR**

- ☐ 2. The department **participated in the 2003-04 Language Survey** which demonstrated that it received such limited public contact with the non-English speaking public that it has not been required to employ bilingual staff under Section 7292. These survey results reflect (Check at Least One):
- ☐ The department did not meet the 5% threshold for any non-English speaking language in any local office.
  - ☐ The department did not receive a significant number of non-English speaking contacts (25 or more) in any local office.
  - ☐ The department did not have any bilingual position deficiencies or unmet staffing needs (recommended staffing) identified.

**OR**

- ☐ 3. The department's primary mission does not include any significant responsibility for dealing with the public. This is demonstrated by (Check at Least One):
- ☐ The department's last language survey conducted on \_\_\_\_\_ shows it received a total of \_\_\_\_\_ public contacts, of which \_\_\_\_\_ were with non-English-speaking people.

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<sup>1</sup>An Implementation Plan Exemption Request must be submitted to the SPB no later than September 17, 2004.

**2004 Implementation Plan  
Request for Exemption  
Side 2**

[Question 3 - Continued]

- ☐ The department only incurs contacts from employees of other federal, state and local governments and does not provide any information or services to the public, including no responsibilities for holding public hearings.
- ☐ The department only incurs minimal public contact and none with the non-English speaking public due to its mission, as follows: (Please specify):

**AND  
[REQUIRED FOR ALL EXEMPTION REQUESTS]**

- ☐ The department has identified or developed the following bilingual resources or steps to ensure it can provide language access should the need arise. (Please Specify):

- ☐ To demonstrate the department's commitment to comply with the Act, it has issued a recent (within the last two years) Bilingual Services Policy that is disseminated to all of its employees to inform them of their responsibilities under the Act. (Attach a copy of the policy to the Exemption Request.)

Should you have any questions or require additional information regarding the department's request for exemption, please contact \_\_\_\_\_

at \_\_\_\_\_ .

**Submitted By:**

Director's Name: \_\_\_\_\_

\_\_\_\_\_  
(Signature)